

CIP BUDGET FORMS INSTRUCTIONS

The CIP budget forms are designed to be straightforward and easy to fill out as possible. Most of the information requested is self-explanatory. However, if any of these instructions are unclear do not hesitate to call the CIP Program Staff at 624-6530.

CIP 1-Activity Summary

The top area is designed for City Departments as well as for the non-profits requesting assistance from the City. Please be sure to provide your email address as well as the name of your Department's/ Organization's contact person. Listing the appropriate contact person is important as this person will function as the liaison to the CIP Planner assigned to your project. The Contact Person will be responsible for the provision of progress reports and other information as may be required for each respective project.

Priority - the summary sheet should list a rank ordering of the projects as the Department or Agency views their importance and the need for funding in the program year specified. Priorities should be 1, 2, 3 and so on. Please do not create subcategories resulting in multiple number 1 priorities. Start with your first priority and make additional copies of the form if necessary. Priorities shall be listed for each of the budget years addressed.

Program/Project Name - Self- explanatory.

FY2008 Estimated Costs (City/Other/Total) – Identified here are your estimates of what each project will cost using City funds as well as any other sources expected to be available during this budget period. Please identify these costs under each source and then as a total. Some projects are eligible to receive reimbursements from the State and if this is the case, should be listed similar to any other funding source.

Future Budget Period Estimates - City Funds - This area asks for your estimates on the future capital needs of your Department/Agency for the following five years beyond FY2008. These estimates are particularly important for projects to be bonded which carry a future tax rate impact and are part of the CIP staff's submission to the Board of Mayor and Aldermen. Cash requirements for ongoing projects and programs which require tax dollars should also be listed.

Totals - Self- explanatory.

CIP 2- Activity Financial Request

This form provides the CIP staff with more detailed information about specific projects or programs being considered for funding. One form should be completed for each program/project being considered.

Project Title/Department/Agency - Self- explanatory.

For CIP use only - this area will be filled in by the CIP Staff and should be left blank.

General Description - this is a very important section as it provides information to the CIP Staff as to the intent, expected results and beneficiaries of the proposed project. The description, if possible, should be very concise and limited to no more than two paragraphs.

For example, an apt description might be "we propose to widen the intersection at Chestnut and Auburn with eight hundred linear feet of granite curbing to be set. Additionally, curb cuts for wheelchair accessibility will be installed for the nearby elderly complex to facilitate their access to the nearby shopping area. The area will also be signalized with the Opticom system to ease the flow of traffic and emergency vehicles."

Performance Measures - We have asked you for the alternatives/impacts if the project or program was not approved. We are asking for performance measures so that we know what the outcome will be if the project(s) is/are approved. For example, if we use the above general description example, a performance measure might be "reduction in accidents at this intersection. So far this year, _____ accidents have occurred at this intersection and we expect that number to be reduced by 50%. " With the new development that is occurring we estimate that the number of cars which use this roadway will increase from _____ per year to _____ per year." The measure is something tangible, that is, increased traffic flow will be handled with a reduction in the number of accidents.

For a social service program an example might be "servicing 120 unduplicated youth through after-school recreational programming ". This measure gives the CIP Staff something to track – did your agency service 120 youth as noted in the funding request? Also, quantitative reporting will provide us with the ability to analyze your per unit cost. An example of an intangible measure would be "preventing juvenile delinquency" which would be hard to quantify.

Budget History - if you have received CIP funding in the past for this particular program, please list it and the year that you received it, e.g. 2006 - \$10,000. If you have regularly received funding simply make note of annual funding with the amounts provided over the past few years listed.

Project Period(s) – self explanatory, remember to complete both forms for two years if appropriate.

Critical Events - depending on the project period (FY 2008 FY 2009 etc.) you should list what will be the order of events if your project is approved. For example,

July 1, 2007 prepare bid documents;	or	July 1, 2008, prepare bid documents
Sept. 5, 2007 bid opening;		Sept. 5, 2008, bid opening
Oct. 1, 2007 select contractor, etc.		Oct 1, 2008, select contractor, etc.

CIP 3

This is your requested budget based on the Finance Department's line items for CIP projects. If your project/program is multi-year or will be ongoing use the eight-year period. If your project/program is just for one year (FY 2008) only that column should be filled in.

Line Item breakdown - these are components of line items found in the above spreadsheet. For example, Land Acquisition has seven (7) components to it and filling in each component will give the CIP staff a better understanding of what constitutes the total number found above.

Fund Sources - if any of your projects/programs will be funded in whole or in part by sources other than the City, please list them. For example, the State may be giving your program for "at-risk children" \$10,000 in addition to the \$5,000 that you are requesting from the City.

Operating expenses/generating revenue - If approved will the requested CIP project have any operating budget impacts. For example, a piece of specialized equipment is purchased and in order to operate it, a new employee must be hired. This would impact future operating budgets since, as long as that piece of equipment is in use, that employee must be carried on the City payrolls. Another example would be the purchase of a piece of equipment that will need to have an ongoing maintenance contract paid out of City funds, this is considered an operating impact.

Projects that may be revenue generators should also be noted. If improvements to existing facilities or equipment will lead to savings in utility costs after the improvements are paid off, this should also be explained. If the expansion of a facility means that more customers can be served and greater fees generated, this should also be described.

Again, if the operating impacts or revenue enhancements will last over a multi-year period, they should be placed in the respective years that they will occur.